

**Department of Motor Vehicles
Commercial Vehicle Safety Division
Field Operations Section**

APPOINTMENT CONFIRMATION

To: Service Bus Owners/Operators

Subject: Service Bus Inspections

This confirms your service bus inspection appointment schedule for :

DATE:	
TIME:	
LOCATION:	

Prior to bringing the vehicle for inspection:

1. Measurements of the brake lining, drums/rotors must be taken and recorded on the certified brake inspection form (sample copy attached)
2. Purchase (\$40.00 fee) a validated form # B-312 from a DMV branch office. NOTE: B-312 **MAY NOT** be purchased on Mondays.

On the day of the appointment:

1. Have the vehicle driven to the inspection site by a licensed driver along with a valid registration, insurance card, a validated DMV form B-312, and the Brake Inspection form.
2. Please arrive promptly for your appointment.

If you are unable to keep your scheduled appointment:

Call (860) 263-5479 at least 24 hours before the appointment (Friday by noon for Monday appointments) to cancel or reschedule. Failure to follow this procedure or not showing for the scheduled appointment will result in your being placed on a call back list. If an appointment becomes available prior to 8/31/2005 you will receive a phone call from this office to reschedule. If an appointment is not available prior to 8/31/2005 you will be required to obtain a temporary registration after that date for inspection purposes only, and will be required to bring the vehicle for inspection at our Wethersfield location only. **YOU MAY NOT USE THE VEHICLE AS A SERVICE BUS WITH A TEMPORARY REGISTRATION.**